



Position: HR Associate

Location: Delhi-NCR

Reporting to: Manager- HR

Innovative Change Collaborative Services Pvt. Ltd. (ICCSPL) is a value driven social consulting firm and also sister organisation of ICCo India (www.iccoindia.org) providing technical and knowledge support to individuals and organizations to ensure lasting social impact. Through our basket of services, we enable foundations, non-profits, corporations, governments, and social enterprises in India to achieve sustainable development in a just and dignified manner. To know more about it please visit www.iccspl.com

Main Responsibilities:

The key activities to be performed are as follows:

- Support HR & Admin department as required, assisting in various daily operations.
- Data entry & Documentation (organizing and managing timesheet)
- Device and maintain the office filing system, including organizing and maintaining general and confidential files, reference systems, address lists and other reference documents.
- Support in maintaining office supplies by checking inventory and order items
- Performing general office support
- Support in preparing Memorandum of Understanding (MoU)
- Support in logistics
- Support Director's office as required.
- Produce reports, presentations and briefs using computer applications
- Generate minutes of meetings, take notes and transcribe non-technical and technical correspondence from dictation, tape and manuscripts using MS Office.
- Maintain Director's calendar, set appointments and provide briefings, as required
- Any other tasks assigned by HR & the Director from time to time.

Requirements

Must possess the following requirements:

1. Graduate/Post Graduate Degree in Business Administration and/ or any other related technical, vocational or professional qualification, preferably in Human Resource.
2. Formal knowledge of 'Short Hand' and good typing speed.
3. Basic knowledge of HR & administrative and/or operating protocols of a modern office and procedures of the research support function.
4. Minimum one year of experience in handling similar work.
5. Prior experience as a HR/Admin/Secretarial position
6. Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
7. Detail oriented and comfortable working in a fast-paced office environment
8. Good written and verbal communication skills

Essential Soft Skills:

1. Strong organizational skills with ability to multitask and prioritize daily workload
2. Discretion and confidentiality
3. Ability to form working relationships with people at all levels

Compensation Offered

Offers shall be commensurate with the qualifications, experience and Salary history, of the selected candidate. We are an equal opportunity employer and value diversity at our organisation.

Contact

Interested applicants are requested to drop their resume at jobs@iccspl.com with a subject line "HR Associate" by September 25, 2022. We thank all applicants however due to the high volume of applications; only shortlisted applicants will receive a response from the HR.